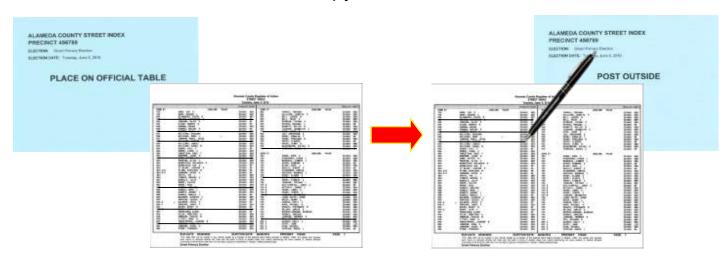
STREET INDEX OFFICER PROCEDURES (CONT.)

Updating the Outside Street Index

Every hour until 6:00 p.m., <u>LINE OUT</u> the names of all Voters on the **OUTSIDE STREET INDEX** to match the copy of the OFFICIAL TABLE STREET INDEX.



- ✓ **DO NOT** mark ANY Street Index with the time a Voter voted.
- ✓ DO NOT mark the INSIDE STREET INDEX.

The posted Outside Street Index is used primarily by individuals working with political parties, campaigns or specific party issues. The information contained in the Street Index gives a better idea of how much additional canvassing is required. Individuals usually look at the Street Index to find out names of those who have not voted.

Rules on handling the Street Index

- Individuals looking at the Street Index copies **MAY NOT SIT** at the Official Table.
- Individuals looking at the Street Index copies **MAY NOT REMOVE** the Index from the immediate area. It can be removed from the wall for review, however, it must be re-posted.
- If someone is reviewing the Outside Street Index and the Street Index Officer is scheduled to update it, the Outside Street Index must be surrendered to Officer.

NOTE: IF ANY PERSON OR GROUP REFUSES TO FOLLOW THE ABOVE RULES LISTED,
IMMEDIATELY CONTACT THE
PRECINCT COORDINATOR OR INSPECTOR HOTLINE (510) 835 - 0320

OTHER DUTIES

Check the Outside of Polling Place to make sure that no Electioneering Materials are situated less than 100 feet from the entrances to the Polling Place every time Outside Street Index is updated.

Reference Materials:

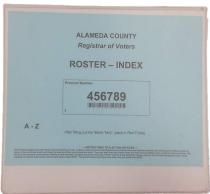
"The Guide", Job Cards, What To Do If ..., and Poll Worker Manual

OFFICIAL TABLE ROLES WILL BE ROTATED THROUGHOUT THE DAY

Notes

Roster-Index Officer

In charge of the Roster-Index and Pink Roster on the Official Table



Roster-Index



Pink Roster-Index

5

Roster-Index Officer

In charge of the Roster-Index and Pink Roster on the Official Table

What is the Roster-Index?

It is a list of Voters who are registered to Vote at the assigned Precinct.



Roster-Index (or White Roster-Index)



Pink Roster-Index

What is the Pink Roster?

It is a list of Voters who are registered to Vote at the assigned Precinct after the White Roster-Index was printed.

It is an extension of the Roster-Index.

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Official Table Job Card

ROSTER-INDEX OFFICER PROCEDURES

- GREET and ASK VOTER to state NAME and ADDRESS (residence).
 Example: "Good morning! May I have your name and address please."
- **2. LOCATE** name and address on the Roster-Index, then **REPEAT** name and address back to Voter, per Elections Code.
- 3. FILL IN BUBBLE next to Voter's address.

"WARNING: t is a crime punishable by imprisonment in the State Prison or in the County Jall for anyone to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Section 14108/18560)."

STAFF ONLY VC ER ADDRESS

1567 BLUEB LL CT

The punishable by imprisonment in the State Prison or in the County Jall for anyone to fraudulently vote, fraudulently vot

4. ASK VOTER TO SIGN Roster-Index and write residence address.

Example: "Please sign here and write your residence address here."

(Showing Voter where to sign and write the address)

5. DIRECT Voter to the Ballot Officer to receive Ballot Card(s).

Example: "You may now proceed to our Ballot Officer who will issue your Ballot Card(s)."

(Voter Card if requested)

- 6. INFORM Ballot Officer: "Voter is a Regular Voter."
 - If (1) Voter requests to use Touchscreen, inform Ballot Officer to activate a Voter Card OR if (2) Voter requests to use the Audio Unit, inform Ballot Officer to activate an Audio Voter Card.
- 7. DISCREETLY SHOW Ballot Officer the Voter's party preference on the Roster-Index.

ID REQUIRED on the Signature Line

ID REQUIRED - First time Voter in Federal Election (Voter must show ID)
See HAVA ID Requirements for a list of acceptable IDs
Available in English, Chinese, Spanish, Tagalog, and Vietnamese
(Hindi, Japanese, Khmer, and Korean, if applicable)



- 1. GREET and ASK VOTER to state NAME and ADDRESS (residence). Example: "Good morning! May I have your name and address please.
- 2. LOCATE name and address on the Roster-Index, then REPEAT name and address back to Voter (per Elections Code).
- 3. INFORM VOTER:

"There is an *ID REQUIRED* indication on the Roster-Index, which means you are a first time Voter in a Federal Election. Do you have any form of Identification (ID)?"

- 3a. If <u>Voter provides</u> required identification (ID), ask Voter to sign the Roster-Index and write residence address. (Follow steps 4-7 above)
- 3b. If <u>Voter cannot provide</u> identification, DO NOT let the Voter sign the Roster-Index.

 Voter must vote Provisionally; Inform Ballot Officer: "Voter is voting Provisionally."

 Discreetly show Ballot Officer Voter's party preference on the Roster-Index.

BY MAIL on the Signature Line

vote r	more than once, attempt to			Jail for anyone to fraudulently vote, fraudulentry	ion 14108/18560)."
STAFF	2226 HILLSTONE DR			SICNATURE *BY MAIL*	VOTER NAME YO SAMANTHA E
		.00199931.	REP	ADDRESS:	grander in the state of the sta
0	1787 MARALISA LN			* BY MAIL *	ADLEY WILLIAM A
		10018734121	DEM	ADDRESS:	

BY MAIL - Voter requested to Vote By Mail (appears to the left of Voter's name).

(Voter was mailed Ballot to complete and an envelope to sign).

Vote By Mail Voter can drop off Vote By Mail Envelope to any Polling Place in Alameda County.

If Vote By Mail Voter wants to drop off Vote By Mail Ballot:

- 1. Verify Vote By Mail Envelope is signed and sealed.
- 2. Once verified, ask Voter to drop Vote By Mail Envelope into the Yellow Vote By Mail Ballots Trolley.

If Vote By Mail Voter wants to vote at the Polling Place: Vote By Mail Voter must surrender both Vote By Mail Ballot and Envelope.

- 1. Retrieve the Vote By Mail Ballot and Envelope
- 2. Write VOID on the Vote By Mail Envelope
- 3. Partially tear envelope and check for Ballot
- 4. Place voided envelope and Ballot in Gray Voided/Surrendered Vote By Mail Ballots Bag
- 5. Vote By Mail Voter signs Roster-Index, writes address
- 6. Direct Voter to Ballot Officer and inform Ballot Officer: "Voter is a Regular Voter"
- 7. Discreetly Show Ballot Officer the Voter's party preference on the Roster-Index.

If Vote By Mail Voter cannot surrender:

- Both Vote By Mail Ballot and Envelope OR
- Either Vote By Mail Envelope or Vote By Mail Ballot DO NOT let the Voter sign the Roster-Index.

Voter must vote Provisionally; Inform Ballot Officer: "Voter is voting Provisionally." Discreetly Show Ballot Officer the Voter's party preference on the Roster-Index.

VOTER NOT LISTED IN ROSTER-INDEX

If a Voter's name is not on the White Roster-Index, check the Pink Roster-Index.

If Voter's name is on the Pink Roster-Index, let the Voter sign the Pink Roster-Index.

If Voters name is not on both White Roster-Index and Pink Roster-Index:

- A. Locate Voter's assigned Precinct using the Street Polling Place Look-Up and direct Voter to their assigned Precinct.
- B. If Voter does not want to go to assigned Polling Place, Voter may vote Provisionally. Inform Voter: "This Precinct's Ballot may be different from the Ballot in your assigned Precinct. You may be missing on some Measures and Local Contest(s) on your Ballot. Would you like to vote Provisionally here?"

If Voter wants to vote Provisionally, inform Ballot Officer "Voter is voting Provisionally."

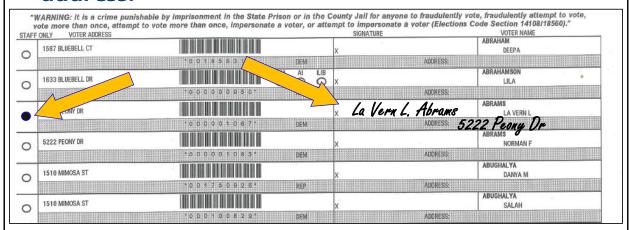
Friendly support is just a phone call away!

Call Inspector Hotline at (510) 835-0320 or Precinct Coordinator for questions or assistance

OFFICIAL TABLE ROLES WILL BE ROTATED THROUGHOUT THE DAY

Roster-Index page

- Poll Worker fills in bubble next to Voter's address.
- Voter signs Roster-Index and writes residence address.



Difficult sounding names

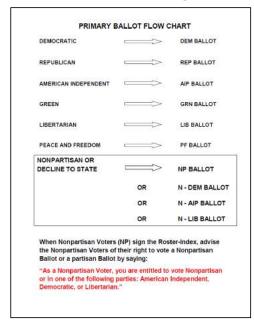
Politely ask Voter to spell out name; provide paper and pen to write down name for spelling purposes, if necessary.

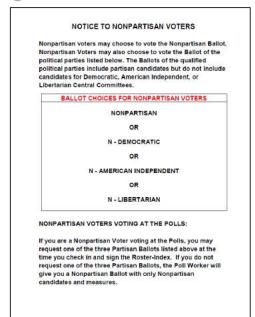
Roster-Index page: Crossover Voting <u>For Nonpartisan Voters</u>

- * Nonpartisan Voters may choose to vote the Nonpartisan Ballot.
- * Nonpartisan Voters may also choose to vote the Ballot of any of the political parties listed below:
 - * American Independent Party
 - * Democratic Party
 - * Libertarian Party

Primary Ballot Flow Chart

Copies of the Primary Ballot Flow Chart are available in English, Chinese, Spanish, Tagalog, and Vietnamese

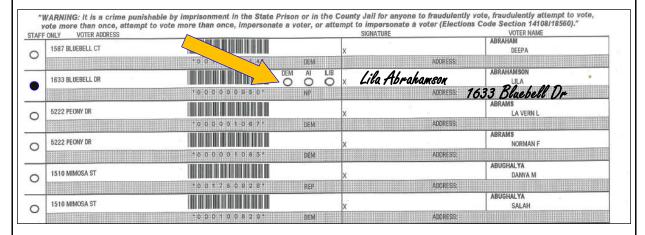




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Roster-Index page: Crossover Voting

- If Nonpartisan Voter chooses to vote the Nonpartisan Ballot, Voter may continue to Ballot Officer.
- If Nonpartisan Voter requests to vote one of the three Partisan Ballots, Poll Worker fills in bubble indicating the Ballot the Voter chose.



Inform Voter:

"As a Nonpartisan Voter, you are entitled to vote Nonpartisan or in one of the following parties: ..."

You May Receive a Pink Roster-Index

* These Voters registered to vote after the White Roster-Index was printed.



- * If a Voter's name is not on the White Roster-Index, the Roster-Index Officer should then look up name in Pink Roster-Index (if any)
- * Voter's Options if name not on Pink Roster-Index
 - A. Locate Voter's assigned Polling Place using the Street Polling Place Look-Up and direct Voter to go to assigned Polling Place.
 - B. If Voter does not want to go to assigned Polling Place, Voter may vote Provisionally.



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Roster-Index Don'ts

DO NOT remove Roster-Index pages

DO NOT affix tags on Roster-Index pages

DO NOT combine Roster-Index Binders (if more than one)



Check the Roster-Index periodically:

- Bubble should be filled in if Voter has signed
- ➤ No notes/markings on Roster-Index pages
- "Comments" section is used for notes



Scenarios

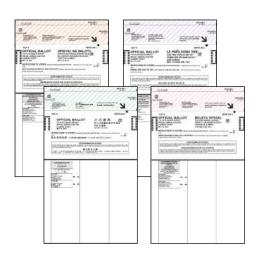
If Roster-Index is missing:

- * Call Precinct Coordinator or Inspector Hotline. A <u>Backup Roster-Index</u> will be sent as a replacement.
- * If a Backup Roster-Index was used at the Polling Place, <u>continue using</u> <u>the Backup</u> even if the original Roster-Index is found later.

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Ballot Officer

In charge of distributing Official Ballot and activating Voter Card





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Notes

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BALLOT OFFICER PROCEDURES

Ballot Cards come in a set on a pad, in order (Card A, B, C, etc.).

Each Party Ballot has a separate pad.

Each Bilingual version of the Ballot has colored tabs to represent each language. Alternately distribute English/Chinese and English/Spanish Ballots.

Instructions on assisting Voters who sign the Roster-Index

- 1. Greet the Voter
- 2. Verify Voter has signed Roster-Index and Verify the Voter's Party Preference on the Roster-Index
- 3. Issue Voter the following (For Voter who signed the Roster-Index):
 - 1. Secrecy Sleeve
 - 2. Ballot Card(s)
 - 3. Ballot Card Stub(s)
 - 4. Pen



- > Detach Set of Ballot Card(s) from the Ballot Pad
- > Detach Ballot Card Stub(s) and hand it to the Voter
- Inform Voter: "This is your Ballot Card Stub(s), the stub(s) is for you to keep."
- > Place Ballot Cards inside the Secrecy Sleeve
- > Hand Secrecy Sleeve with the Ballot Card(s) inside to the Voter
- > Inform Voter: "Please keep your Ballot Card(s) inside the Secrecy Sleeve.

Check both sides of the Ballot Card(s) for contests.

There are 34 candidates running for the office of United States Senator and you can only vote for one! If you vote for more than one candidate, your vote will not count for that contest."

4. Ask Voter: "Do you need help in completing your Ballot?"

If Voter does not need help, direct Voter to the Blue Voting Booth.

Inform Voter: "You may now proceed to one of the Blue Voting Booths. There are instructions provided in the Voting Booths on how to properly mark your Ballot."

If Voter asks for help, inform Voter:

"Please see our Demonstration Officer, who is next to the Voting Equipment and Trolleys, for assistance."

For Voter who requests to vote using Audio Unit / Touchscreen:

- 1. Greet the Voter
- 2. Verify Voter has signed Roster-Index and Verify the Voter's Party Preference on the Roster-Index (Only Voters who sign the Roster-Index can vote on the Audio Unit/Touchscreen).

Follow the instructions on the "Voter Card Activation Instructions" attached to the back of the Card Activator.

3. Issue the activated Voter Card to the Voter

Inform Voter: "Please feel the small square chip on the backside of the Voter Card. Insert Voter Card into the Touchscreen with the chip side first, face down. After voting, please return Voter Card to a Poll Worker."

Assist Voter with inserting Voter Card if needed.

If the Voter is not assigned to your Precinct and Voter wants to vote on the Touchscreen, direct Voter to their assigned Precinct using the Street Polling Place Look-Up or to the Registrar of Voters Office at 1225 Fallon Street, Rm. G-1 Oakland, CA 94612.



BALLOT OFFICER PROCEDURES (CONT.)

Instructions on assisting Voters Voting Provisionally

- 1. Greet the Voter
- 2. Complete the Provisional Envelope
 - 2a. Write Precinct Number on top of Provisional Envelope
 - 2b. Write Party Ballot Issued (Primary Election Only)
 - 2c. Check reason why Voter is voting Provisionally
 - 2d. Check the "Voted VBM Ballot Enclosed" box on upper left hand corner if reason B is checked



- 3. Issue <u>Voter the following: Provisional Envelope, Ballot Card Stub(s), Ballot Card(s), and Pen</u>
 How to Issue the Provisional Envelope, Ballot Card Stub(s), and Ballot Card(s):
 - Potents (Cot of Dellat Cond/a) from the Dellat Dad
 - > Detach (Set of) Ballot Card(s) from the Ballot Pad.
 - > Detach Ballot Card Stub(s) and hand it to the Voter
 - Inform Voter: "This is your Ballot Card Stub(s), the stub(s) is for you to keep."
 - > Place Ballot Card(s) inside the Provisional Envelope
 - > Hand Provisional Envelope with the Ballot Card(s) inside to the Voter
 - ▶ Inform Voter: "Please complete the TO BE COMPLETED BY VOTER section on Provisional Envelope. Check both sides of the Ballot Cards for contests. There are 34 candidates running for the office of United States Senator and you can only vote for one! If you vote for more than one candidate, your vote will not count for that contest. After marking your Ballot Cards(s), place Ballot Card(s) inside the Provisional Envelope and seal the Provisional Envelope." (Follow step 4 in front of the Job Card)

Instructions on Spoiling a Ballot Card

If a Voter makes a mistake on a Ballot Card and requests a replacement Ballot Card:

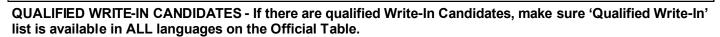
- 1. **Retrieve** the Ballot Card that Voter no longer wants. **Check** the ballot card type, Language, and for (**Primary Election Only**) Party Ballot Issued.
- 2. Write "Spoiled" on the Ballot Card that Voter no longer wants.
- 3. Place the Spoiled Ballot Card in Purple Spoiled Ballots Bag.
- 4. **Issue** Voter the **NEW, CORRECT** Ballot Card. Reminder: Remove Ballot Card Stub and give it to the Voter.
- 5. Inform Voter:

"Under State Law, a Voter shall not receive more than a total of three (3) Ballot (s), including his/her original Ballot. This is your second Ballot Card. May I offer you any assistance?"

If Voter does not need help, direct Voter to the Blue Voting Booth.

If Voter asks for assistance, direct Voter to the Demonstration Officer.

6. **Write "Spoiled"** on any remaining Ballot Card(s), then deposit into Purple Spoiled Ballots Bag (if applicable).



Friendly support is just a phone call away!

Call Inspector Hotline at (510) 835-0320 or Precinct Coordinator for questions or assistance

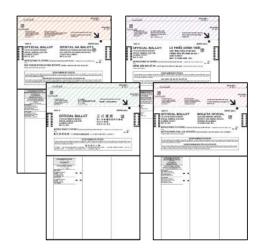
OFFICIAL TABLE ROLES WILL BE ROTATED THROUGHOUT THE DAY

Ballot Card(s)

All Ballot Cards are Bilingual, each containing <u>English</u> and one of the <u>required languages</u>.

A Ballot Card will have one of the following combinations:

- * English/Chinese
- * English/Spanish
- * English/Tagalog
- * English/Vietnamese



- * "1 BALLOT" may consist of either <u>1 Ballot Card</u> or <u>multiple</u> Ballot Cards.
- * Number of Ballot Cards for this Election: 2



What's New in 2016? Voting for United States Senator



- * There are **34** candidates running for the office of United States Senator.
- * You can only vote for one!
- * If you vote for more than one candidate, your vote will not count for that contest.

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Ballot Officer Procedures

Reminder:

* Alternately distribute English/Chinese and English/Spanish Ballots

If Voter requests to vote on Touchscreen:

 Activate a Regular Voter Card or Audio Voter Card (for Voter who wants to use the Audio Unit)

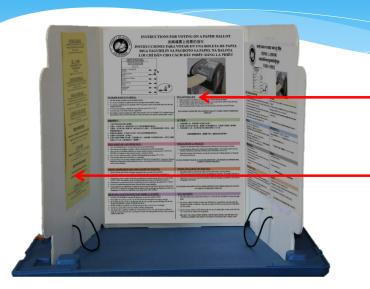
* Follow the instructions on the "Voter Card Activation Instructions" attached to the back of the Card Activator.

* Issue activated Voter Card to the Voter.



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Posted inside Blue Voting Booths



HOW TO VOTE INSTRUCTIONS

TAMPERING WARNING SIGN

Do not remove signs

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CEC § 14105.3

Notes

Demonstration Officer: SCANNER PATROL

In charge of assisting Voters regarding voting and scanning their Ballots, depositing Voted Ballots to the Trolleys, or assisting Voters who would like to vote using the Touchscreen.



SCANNER MUST NOT BE LEFT UNATTENDED

- * Poll Worker MUST be at the Scanner before the Voter!
- * If Demonstration Officer is busy assisting a Voter, another Poll Worker MUST multitask!

Notes

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DEMONSTRATION OFFICER PROCEDURES

REGULAR BALLOT CARD(S)

1. Greet the Voter and ask Voter if assistance is needed If assistance is needed, provide assistance to the Voter. (Instructions on how to mark the Ballot are posted in the Blue Voting Booth and translated in different languages).

(After assisting the Voter, fill out Assisted Voter List CEC § 14283)

- 2. Confirm Ballot Card(s) is in Secrecy Sleeve
- 3. Direct Voter to Blue Voting Booth



SCANNING THE BALLOT(S)

ONLY VOTERS WITH SECRECY SLEEVES MAY USE THE SCANNER

- Check if Ballot Card Stub(s) has been detached Ballot Stub(s) is for Voter to keep.

 Ballot Card Stub(s) must be removed before scanning the Ballot Card(s).
- 2. Instruct the Voter how to scan the Ballot Card(s) into Scanner.
 - With the Ballot inside the Secrecy Sleeve (to protect Voter's privacy), and top
 part of the Ballot showing, insert the Ballot into the Scanner, one Ballot Card at
 a time, or scan the Ballot Card(s) for the Voter.
- 3. Say: "Thank you for voting!" and give Voter "I Voted" sticker.
- 4. Retrieve the Secrecy Sleeve and Pen.

IMPORTANT: Scanner must not be left unattended!!!

If busy assisting a Voter, ask another Poll Worker to be by the Scanner.

VOTE BY MAIL AND PROVISIONAL BALLOT(S)

DO NOT SCAN PROVISIONAL OR VOTE BY MAIL BALLOT CARD(S)!!!

Vote By Mail

Voter dropping off a Vote By Mail Envelope is not required to wait in line.

- Verify Voter signed Vote By Mail Envelope
- Deposit signed, sealed Vote By Mail Envelope inside Yellow Trolley
- Give Voter "I Voted" sticker



Voting Provisionally

- Verify Provisional Envelope is completely filled out, Ballots are inside Provisional Envelope, and Envelope is sealed
- Remove Provisional Envelope Stub and give stub to Voter
- Deposit Provisional Envelope inside Blue Trolley
- Give Voter "I Voted" sticker



TOUCHSCREEN/AUDIO VOTERS

1. Greet the Voter and ask Voter if assistance is needed

If assistance is needed, provide assistance to the Voter. (Guidelines regarding Disability Sensitivity at the Polls are available in "The Guide")' After assisting the Voter, fill out Assisted Voter List CEC § 14283.

2. Inform Voter where to insert Voter Card or insert Voter Card for the Voter. (Make sure Voter Card is properly activated)

For Audio Voter: Hand Audio Unit to the Voter

When Audio Voter Card is correctly activated, a message "AUDIO VOTING ENABLED" will appear on the Touchscreen. Audio Unit Transcript is located on the Touchscreen side panel, used for Voters who need assistance with the Audio Unit. Retrieve Voter Card after Voter has used.

SCANNER TAPE ERROR MESSAGES

Follow the instructions on the flip chart, located on top of the Scanner, to process the Ballot according to the error message printed on the Scanner tape.



Scanner cannot be used or Power Failure

Call the Registrar of Voters Office immediately; notify Precinct Coordinator.

For Voter who signs the Roster-Index (with Secrecy Sleeve), **DO NOT** issue/give Voter Provisional Envelope. Voted Ballot(s) must be deposited inside the Turquoise Trolley until Scanner is fixed or Power is stored.

Process Voter voting Provisionally and Vote By Mail Voter, as mentioned on the front of this Job Card, accordingly.

ASSISTING VOTERS

- If a Voter is observed standing by the Blue Voting Booth for more than 5 minutes and seems like Voter is needing assistance, approach Voter and ask if assistance is needed.
- If a Voter asks to be assisted in a language, ask Bilingual Poll Worker to assist.
- If no Bilingual Poll Worker is available, call the Language Hotline for Voter to receive language assistance over the phone.
- If in a Multiple Polling Place or Mega Polling Place, check if there is a Bilingual Poll Worker from the other Precinct(s) who can provide language assistance.

For Voters with disabilities, etiquette guidelines on how to assist Voter are available in "The Guide."

All Voters seeking assistance must be assisted promptly and accurately.

Write Voter's name onto Assisted Voter List.

Touchscreen/Audio Unit is not working

If the Accessible Voting Machine/Touchscreen is not working after completing troubleshooting procedures, offer the Voter the following options without expressing a preference for one option over the other.

Voter's Options:

- A. Offer the use of replacement Accessible Voting Machine and explain that it may take up to 2 hours for the machine to arrive.
- B. Offer a paper Ballot and offer assistance.
- C. Offer the option of voting on an Accessible Voting Machine housed at the Registrar of Voters Office, 1225 Fallon Street, Oakland, CA 94612 (Basement).

Never direct a Voter to another Polling Place other than their assigned Polling Place.

Call Inspector Hotline immediately if Touchscreen is not working

OTHER DUTIES

- Check empty Blue Voting Booths once every hour to ensure that no campaign literature or materials have been left behind by Voters.
- Check Blue Voting Booth to make sure "How to Vote Instructions" and "Tampering Warning Signs" are posted.
- Check for Voters carrying Vote By Mail Envelopes: If Voters are carrying Vote By Mail Envelopes to be dropped off at the Polling Place, verify envelope is signed and sealed. Direct Voter to deposit Vote By Mail Envelope inside the Yellow Vote By Mail Ballots Trolley.

SCANNER OR TOUCHSCREEN QUESTIONS?

Refer to "The Guide" for issues that may arise with the Scanner or Touchscreen.

IMPORTANT REMINDERS!!!

- Scanner must not be left unattended.
- Only Voters with Secrecy Sleeves will use the Scanner.
- Vote By Mail Voters and Voters voting Provisionally <u>MUST NOT</u> scan the Ballot Card(s).
- Vote By Mail Envelope must be signed before depositing inside the Yellow Trolley.
- Provisional Envelope must be completely filled out before depositing inside Blue Trolley.

Friendly support is just a phone call away!

Call Inspector Hotline at (510) 835 - 0320 or Precinct Coordinator for questions or assistance

OFFICIAL TABLE ROLES WILL BE ROTATED THROUGHOUT THE DAY

Processing Voters at the Official Table Types of Voters

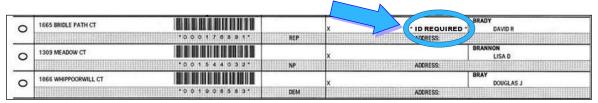
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Regular Voter

* Follow the step-by-step instructions provided on the Official Table Job Cards to process a Regular Voter.

Messages on Signature Line: *ID REQUIRED*

Identification is required for Voters voting for the first time in a Federal Election



If *ID REQUIRED* appears to the left of Voter's name, First Time Voter in a Federal Election must show ID.

- 1. Inform Voter that a message on the Signature Line requires them to provide Identification.
- 2. See the HAVA ID Requirements (located on Official Table) or "What To Do If..." section in "The Guide" for for a list of acceptable IDs.
- 3. If the Voter has provided Identification, let them sign the Roster-Index and process as a Regular Voter.
- 4. If Voter <u>CANNOT</u> provide Identification, process as a Voter voting Provisionally, according to the "Voting Provisionally" section of Poll Worker Manual or "What To Do If..."



IDENTIFICATION

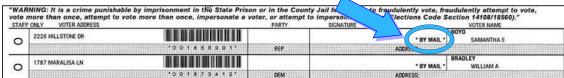
DO NOT ASK FOR IDENTIFICATION FROM A VOTER **UNLESS** "ID REQUIRED" IS PRINTED NEXT TO THE VOTER'S NAME



> If Voter voluntarily shows an identification card, or other document, let Voter know that this is not required.

Messages on Signature Line: *BY MAIL*

Voter requested to Vote By Mail



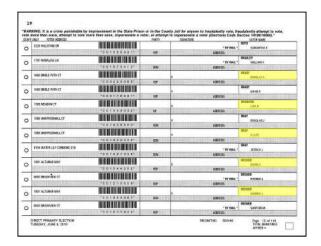
- Vote By Mail Voter received Ballot and Envelope through mail.
- * Vote By Mail Voter can drop off signed, sealed Vote By Mail Envelope at any Polling Place in Alameda County and does not need to fall in line.
- * Vote By Mail Voters may deposit Vote By Mail Envelopes into the Yellow Vote By Mail Ballots Trolley.



If Voter's Name is Highlighted in Yellow



☐ If Voters' names are highlighted in YELLOW on the White Roster-Index, they are also Vote By Mail Voters.



ONLY YOUR INSPECTOR CAN HIGHLIGHT VOTERS' NAMES

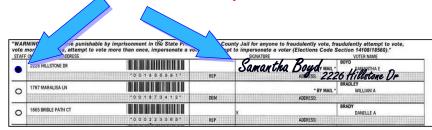
Messages on Signature Line: *BY MAIL*

Voter requested to Vote By Mail



If Vote By Mail Voter wants to vote at the Polling Place, Voter must surrender both Vote By Mail Ballot and Envelope





- Retrieve the Vote By Mail Ballot and Envelope and mark VBM Envelope "VOID"
- 2. Partially tear envelope to check for Ballot
- 3. Place voided envelope and Ballot in Gray Voided/Surrendered Vote By Mail Ballots Bag
- 4. Fill in bubble next to Voter's address
- 5. Vote By Mail Voter signs Roster-Index, writes address
- 6. Direct Voter to Ballot Officer and inform Ballot Officer: "Voter is a Regular Voter"

Messages on Signature Line: *BY MAIL*

Voter requested to Vote By Mail

If Vote By Mail Voter does not have Vote By Mail Ballot or Vote By Mail Envelope to surrender, **DO NOT** let the Voter sign the Roster-Index.

- * Direct Voter to the Ballot Officer.
- * Inform Ballot Officer: "Voter is voting Provisionally."

Additional information is also found in the "Voting Provisionally" section of the Poll Worker Manual.

Voter Voting Provisionally Reasons why Voter must vote Provisionally ☐ Vote By Mail Voter who does not have ballot and envelope to surrender. Check one of the following: **A.**) ■ Not received ■ Lost/Misplaced Damaged ☐ Vote by Mail voter who does not have their **VBM envelope** but has **B.**) their voted VBM ballot. (Vote by Mail ballot enclosed) ☐ Voter has not moved. Name not on Roster. ☐ Voter has moved within Alameda County and did not re-register. □ New Voter – Has not provided required identification. Other: CEC §§ 14217, 14310 **Notes**

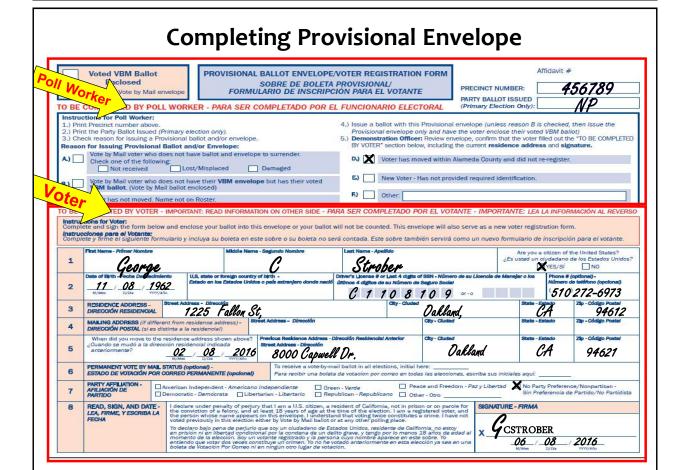
Voting Provisionally

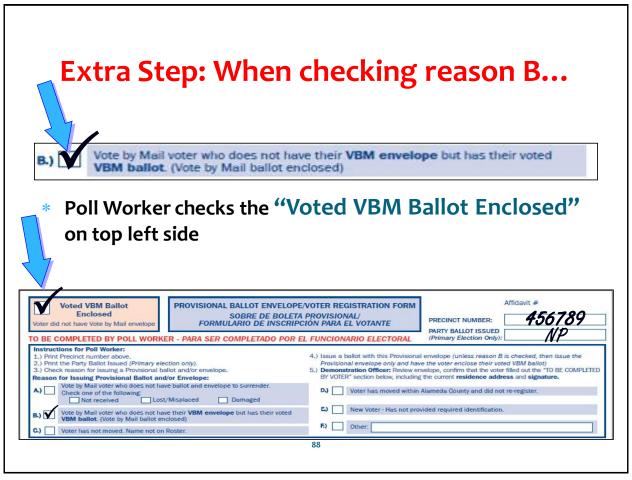
- Provisional Envelope must be the same language as Ballot issued.
- * Voter voting Provisionally signs Provisional Envelope only!
- TOP Portion: Filled out by Poll Worker
 - * Write Precinct Number on top of Provisional Envelope
 - * Write Party Ballot issued (Primary Election Only)
 - * Check reason why Voter is voting Provisionally
- * BOTTOM Portion: Must be filled out by Voter!
- Provisional Voter's Ballot must be placed inside Provisional Envelope.

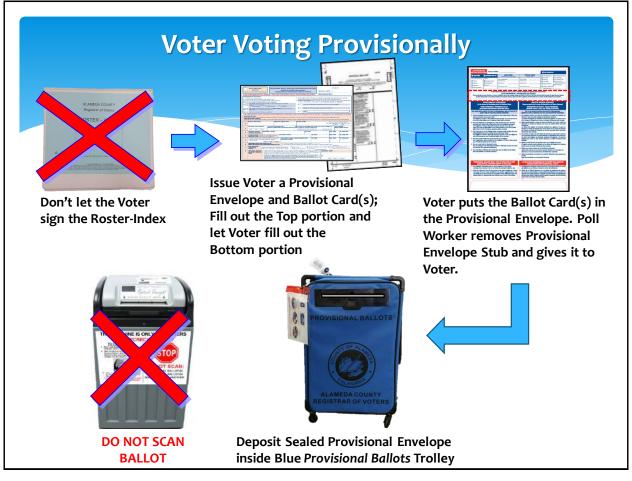
NEVER SCAN PROVISIONAL BALLOT(S)

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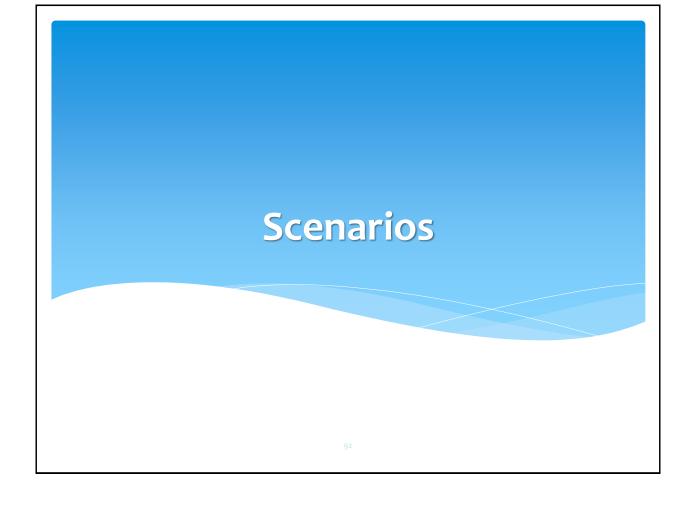
Demonstration Officer: SCANNER PATROL



Voting Provisionally: Preventing the Most Common Problems

- <u>DO NOT</u> scan a Ballot that should be placed inside a Provisional Envelope!
- 2. Check that the Provisional Envelope has completely been filled out by the Voter, before depositing it into the Blue *Provisional Ballots* Trolley.
 - * If Political Party is left blank, Voter will be re-registered as "No Party Preference/Nonpartisan."
 - * If envelope is not signed, the Ballot cannot be counted.
 - * If envelope is left blank, the Ballot cannot be counted.
- 3. If Scanner is not working, **DO NOT** automatically give out Provisional Envelopes to all Voters. Process all Voters accordingly as usual.

Scanner Patrol is at the Scanner **BEFORE** the Voter!



Spoiled Ballot Procedure

If Voter spoils, defaces a Ballot, the Voter shall at once return it to Poll Worker and **receive another** Ballot. Voter shall not receive more than a total of three Ballots, including Voter's original Ballot (CEC § 14288).

* In case of multiple Ballot Cards, Voter may get up to three of EACH Ballot Card type (Card A, Card B, etc.). ONLY spoil the specific Ballot Card that the Voter wishes to replace.

CEC § 14288

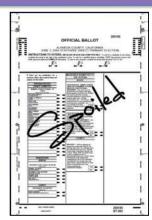
Spoiled Ballot Procedure

Poll Workers <u>MUST</u> write "Spoiled" on the Ballot Card!

If Voter makes a mistake on a Ballot Card and requests a replacement Ballot Card:

- Retrieve the Ballot Card that Voter no longer wants and check the Ballot Card type (A, B, C, etc... if applicable) and the language.
- Write "Spoiled" on the Ballot Card that Voter no longer wants.
- 3. Place the Spoiled Ballot Card in Purple Spoiled Ballots Bag.
- 4. Issue Voter the <u>NEW</u> correct Ballot Card (A, B, C, etc...) in the same language.
 - a. Remove Ballot Card Stub(s) and give it to the Voter.
- 5. Inform Voter:
 - * "Under State Law, a Voter shall not receive more than a total of three (3) Ballot(s), including his/her original Ballot. This is your second Ballot Card for Card A (B, C, etc... if applicable). May I offer you any assistance?"

If Voter asks for a 3rd Ballot Card, follow the same procedure to Spoil the Ballot Card.





Scanner Tape Error Messages



A Voter does not vote on the Ballot Card. The Ballot Card <u>is completely blank</u>.



A Voter chooses more than the allowed number of candidates for an office and/or chooses "yes" and "no" for a measure.



A Ballot Card may have an extra mark on it, may be torn, etc.

*If in a Multiple Polling Place, verify Voter's correct Precinct.

When processing these messages, use and follow the <u>Scanner Tape Error Messages flipchart</u> found on top of the Scanner.



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"UNSCANNED" VOTED BALLOTS

Reasons for Unscanned Voted Ballots:

- Ballot is Defective and Voter does not want to complete another Ballot (Never re-scan Defective Ballot).
- Scanner cannot be Used.
 - * Polling Place remains locked at 7:00 a.m.
 - * Broken
 - * Power Outage



Unscanned Voted Ballots go inside Turquoise Trolley.

Power Failure at Polling Place

Call the Registrar of Voters immediately; notify Precinct Coordinator

Power failure DOES NOT mean all Voters vote Provisionally

- * If Voter signs the Roster-Index, voted Ballots will be placed in the Turquoise Trolley
- Voting Provisionally Follow Voting Provisionally Procedures
- Vote By Mail Voters Follow Vote By Mail Procedures











Let the Voter sign the Roster-Index

Issue Voter a Ballot, Secrecy Sleeve and pen

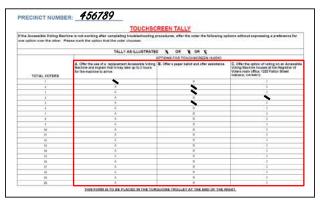
Deposit Voted Ballot inside the Turquoise Trolley

If Touchscreen is not Working, Voter may choose...

- * Option A Offer the use of replacement Accessible Voting Machine and explain that it may take up to 2 hours for the machine to arrive
- * Option B Offer a paper Ballot and offer assistance
- Option C Offer the option of voting on an Accessible Voting Machine housed at the Registrar of Voters Office, 1225 Fallon Street, Oakland, CA 94612 (Basement)
- Options are listed on the back of the "Voter Card Activation Instructions" behind the
 Card Activator.
- A Voter voting on a Touchscreen must vote at Voter's assigned Precinct or Registrar of Voters Office.

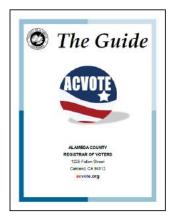
Tally Form

To assess the level of assistance services needed on Election Day



On the Touchscreen Tally, mark the option that the Voter chose: Option A, Option B, or Option C.

Refer to "What To Do If..." section in "The Guide" or Class notes for more information on Voter Issues.



"What To Do If..." section in "The Guide"

(in ALL 5 languages)



Class notes

What to do if the Scanner Bin is full...

When the Scanner Public Counter screen reads 1000, an announcement will be made by the Inspector:

"May I have your attention, please. My name is ______. I am the Inspector for this Precinct. Due to numerous Ballot Cards scanned, the Scanner Bin of this machine is almost full as indicated by the counter. So, I am making a Ballot transfer to this box marked "SCANNED VOTED OFFICIAL BALLOTS", which will be sealed, signed by all Poll Workers, and stored securely until the Close of the Polls."

PROCEDURES:

 Inspector removes ORANGE Security Seal on Scanner side door and places ORANGE Security Seal on the back of the Seal Verification Form:



2. Unlocks the Scanner side door and removes "Scanned Voted Ballots" from <u>Large Bin only</u>;



3. The removed "Scanned Voted Ballots" shall be placed in the empty ballot boxes labeled "Scanned Voted Official Ballots";



 After "Scanned Voted Official Ballots" boxes have been filled, Inspector seals filled boxes with official "Seal for Scanned Voted Official Ballots Box" with signatures of all Poll Workers;



5. The filled "Scanned Voted Official Ballots" boxes are placed near the Official Table ready to be taken to Return Center at the Close of Polls:



6. Inspector locks Scanner side door and seals it with a new **ORANGE** Security Seal.



Voters with Disabilities

There are two federally mandated Acts that require the voting process be fully accessible to Voters with Disabilities and/or Voters with Specific Needs:

Americans with Disabilities Act (ADA)
Help America Vote Act (HAVA)

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Notes		

Information derived from the California Secretary of State (as of January 25, 2016)

Available at http://www.sos.ca.gov/elections/voting-resources/voters-disabilities/

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DISABILITY SENSITIVITY AT THE POLLS

California Secretary of State

The rules of etiquette and good manners apply when working with every Voter who enters a polling place. In addition, the following guidance may be helpful when working with Voters with disabilities.

Meeting a Voter With a Disability

- Greet everyone with a smile, eye contact, and a spoken greeting. Some people are uncomfortable with handshaking or physical contact. Be respectful of personal boundaries. Likewise, if someone offers you a handshake, feel free to accept it.
- Speak directly to a Voter with a disability, not just to others accompanying a Voter.
- Offer assistance, but do not insist on providing it. It is best to ask <u>all</u> if they need
 assistance or would like to use an accessible voting system, instead of assuming who may
 or may not have a disability. Always ask how you may best assist before acting, wait until
 the offer is accepted, and then listen or ask for instructions. For example, it is rude and may
 be unsafe to grab a walker, white cane, or other aid used by a Voter who is disabled.
- Don't ask about or mention a Voter's disability unless he or she talks about it or it is
 relevant to the conversation. Don't praise someone with a disability for having "overcome" the
 disability. All Voters are equal. Don't patronize or talk down to someone with a disability.
- Keep your communications simple. Keep sentences short, and rephrase or repeat your
 comments if the Voter is not understanding you. Focus on one topic at a time and be sure to
 allow time for the Voter to respond. Also, pay attention to the Voter while you're speaking with
 them, as they may be using body language to communicate.

Interacting With a Voter Who Uses a Mobility Device (e.g., Wheelchair, Scooter, Cane, etc.)

- Provide personal space. Do not push, lean on, or hold onto a Voter's mobility device unless the Voter asks. Remember, the mobility device is part of his or her personal space.
- Clear the path. Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remain clear throughout the day.
- When giving direction to someone using a mobility device, consider the distance, weather, and physical obstacles such as curbs and stairs the Voter will encounter. Know where the accessible pathways, restrooms, and water fountains are both in and outside of the building.

Meeting Someone With a Disability That Affects Speech

- Pay attention, be patient, and wait for the Voter to complete a thought and do not try to
 finish it for them. Ask the Voter to repeat the thought if you do not understand what they are
 trying to say.
- Understand a Voter may use assistive technology such as an alphabet board or computer to communicate.

Information derived from the California Secretary of State (as of January 25, 2016)

Available at http://www.sos.ca.gov/elections/voting-resources/voters-disabilities/

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Disability Sensitivity at the Polls

California Secretary of State

Meeting Someone Who Has a Visual Impairment

- Greetings. Identify yourself and introduce anyone else who may be with you. Also, don't leave
 the Voter without saying you are leaving.
- Guiding. If asked to be a human guide, place your arm against their hand, or close enough
 that they can easily find it. Never push or pull someone, always point out obstacles along the
 way, and discuss where you are going.
- Guide and service animals. Do not pet or distract a guide or service animal. The animal is
 responsible for the owner's safety and is working, so it needs to concentrate on its job. People
 with visual impairments often use guide or service animals. However, be aware that people
 with other disabilities may use guide or service animals as well. Guide and service animals
 are well trained and friendly, not to be feared.

Communicating With Someone Who Is Deaf or Uses an Assistive Hearing Device

- Let the Voter take the lead in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper).
- Talk directly to the Voter even if a sign language interpreter is present. If the Voter lip
 reads, face him or her directly and speak at a moderate pace. For some people, it also may
 help to simplify sentences and use more body expressions.

Use Appropriate Language

Instead of disabled Voter, say Voter with a disability

Curbside Voting

"A Voter wishing to vote at the Curbside may call the Registrar of Voters Office at (510) 272-6973 to make an appointment/arrangements, setting the time on Election Day when the Voter will come to the Polling Place so that a Poll Worker will be at the Curbside to meet and assist the Voter at the designated time."

"The Inspector of the Polling Place will be notified with a list of Voters with appointments for Curbside Voting."



108 CEC §§ 14282, 12280

Curbside Voting

A Poll Worker checks outside frequently for Curbside Voters. A paper Ballot can be requested and brought to a Voter with Disabilities outside the Polling Place.

Follow the procedures below:

- 1. Take Roster-Index to Voter; process Voter on Roster-Index;
- 2. Return Roster-Index to Official Table;
- Take Secrecy Sleeve (with Ballot inside), and pen outside to Voter; make sure Ballot Card Stub is given to Voter;
- 4. After Voter privately completes Ballot, ask Voter to place Ballot inside Secrecy Sleeve; retrieve Secrecy Sleeve with Ballot and pen; ask Voter to wait for Ballot to be scanned;
- Return to Polling Place and scan voted Ballot; take "I Voted" Sticker;
- 6. Inform Voter that voting process is completed; give "I Voted" Sticker to Voter;
- 7. Write name of Voter on Assisted Voter List;
- 8. Provide Street Index Officer with Voter's address information so name can be crossed-through in the Street Index.

Vote By Mail Voter → Follow Vote By Mail Procedures
Voting Provisionally → Follow Voting Provisionally Procedures
Refer to "What To Do If..." section in "The Guide"



CEC §§ 14282, 12280

Supplies for Voters with Disabilities



Accessible Entrance Sign (If there is an Accessible Entrance)





Card Activator



Audio Unit



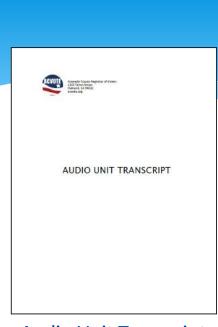


A-Frames











Audio Unit Transcript

Voter Card Activation Instructions (Can be found in Card Activator case)

 ATTACH INSTRUCTIONS to the back of Card Activator by using Velcro tabs.

Language Assistance

- Alameda County is required to provide election information and assistance in English, Chinese, Hindi, Japanese, Khmer, Korean, Spanish, Tagalog, and Vietnamese. Target Precincts are assigned Bilingual Poll Workers.
- The Registrar of Voters is committed to providing timely and accurate language assistance to Voters in Alameda County.
- * Language Assistance is provided by way of:
 - * Bilingual Personnel
 - * Polling Place Signs and Notices
 - * Official Documents
 - * Ballots (Official Ballots, Sample Ballots, Facsimile Ballots)
 - Voting Machine
 - Reference Materials

CEC § 12303

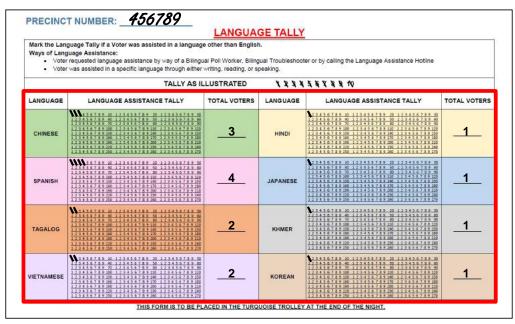
ROV Cell Phone (provided to Inspector) The Guide ADMETERS WAS INCOMES AND CARDO AND DESCRIPTION OF THE COMMES AND C Voter Assistance Telephone Card

If a Voter comes to the Polling Place needing language assistance and there is no Bilingual Poll Worker available to assist the Voter:

- Call the number stored on the ROV Cell Phone contacts. Phone number for Language Assistance is also available in "The Guide."
- * If Voter cannot receive help over the phone, a Bilingual Troubleshooter will be dispatched to the Precinct to assist.
- * AFTER assisting the Voter, the Bilingual Poll Worker then marks the Tally Form, under Language Tally; fills out the Assisted Voter List.

Tally Form

To assess the level of assistance services needed on Election Day



Mark the Language Tally if a Voter was assisted in a language other than English. Write total number of Voters assisted for each language at the end of the night.



Poll Watchers

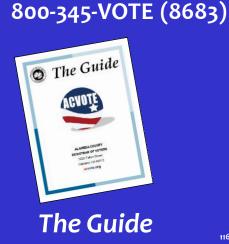
- Poll Watchers are members of the public engaged in observing activities at the Polling Place.
- Poll Watchers may remain in Polling Place BEFORE, DURING, AND AFTER Polls.
- * Poll Watchers <u>cannot</u> touch voting equipment, documents, or <u>INTERFERE IN ANY WAY</u> with Opening, Voting, and Closing procedures.

DEPARTMENT OF JUSTICE OBSERVERS WILL IDENTIFY THEMSELVES; THEY ARE ALLOWED TO TOUCH VOTING EQUIPMENT AND DOCUMENTS.



For more information, see the "What To Do If..." section in "The Guide."





Voter Assistance Telephone Card

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Election Day Reminders

General Reminders

- Everyone receives two 1-hour breaks; no one will take break after 5:00 p.m.
- Be respectful and courteous to all Voters regardless of their race, culture, age, gender, or party affiliation.
- Do not discuss politics in Polling Place.
- No electronic devices, books, newspapers, or food allowed at the Official Table.

Official Table Audits

- Poll Workers are referring to Official Table Job Cards.
- * All Poll Workers are wearing Badges, Bilingual Poll Workers are wearing Bilingual Badges identifying what language they speak.
- Bilingual Ballots in English/Spanish, English/Chinese, English/Tagalog, and English/Vietnamese are available at all times.

<u>Inspector</u> Hands Out <u>Closing Job Cards</u> to Poll Workers by 5:30 p.m.

Allows Poll Workers to review Closing Tasks before Polls Close

* Teamwork is the key – help your team member after finishing assigned tasks

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Registrar of Voters Rovers

6:00 p.m. PROCEDURES

Starting at 6:00 p.m., <u>ROVERS</u> from the Registrar of Voters will be tasked to go to Polling Places in their assigned area.

The Rovers are not trained to fix any issues. Rovers are strictly responsible for picking up certain items from the Polling Place for delivery to the Registrar of Voters Office.

See the next page for the list of items to be picked up by Registrar of Voters Rovers from your Polling Place.

<u>Inspector:</u> Ensure that the items are ready for pick up by referring to the next page.

Items to be picked up by Registrar of Voters Rovers

From 6:00 p.m. onwards, Rovers from the Registrar of Voters will come to the Polling Place to only pick up the following two items for delivery to the Registrar of **Voters Office:**





- □ Yellow Vote By Mail Ballots Trolley □ Blue Provisional Ballots Trolley

Inspector must close and seal the deposit slot on both Trolleys with a WHITE Pull-Tite Security Seal at 6:00 p.m.

After Trolleys have been sealed/picked up:

Any Vote By Mail Envelopes, Provisional Envelopes, and Completed Voter Registration Forms must be deposited into the sealed Lime VBM/Provisional Ballots Supplemental Bag.





Closing Job Cards

Closing Tasks

Inspector	Judge	Clerk 1	Clerk 2	
Hand Out Job Cards	Use Job Card	Use Job Card	Use Job Card	
Touchscreen	Scanner	Touchscreen	Scanner	
	Unload Turquoise Trolley	Roster Signatures	Unused Ballots	
		Official Table	Polling Place Signs	
		Card Activator		
Official Ballot Tally				
Pack Red Trolley	Pack Turquoise Trolley	Scanner Bins		
	Voting Booths	Items to leave at Polling Place	Items to leave at Polling Place	
	Assists with other Tasks	Assists with other Tasks	other Tasks Assists with other Tasks	
Return Center	Return Center (if assigned)	Return Center Return Cent (if assigned) (if assigned		

CLOSING THE POLLS



8:00 p.m. - 9:00 p.m.



At 8:00 p.m. a Poll Worker declares at Polling Place entrance: "The Polls are now Closed!"

- * A Poll Worker stands behind the last Voter in line to indicate that no more Voters can fall in line to vote.
- * Voter who is in line by 8:00 p.m. is allowed to vote.
- * Voter who arrives after the Polls have Closed is not allowed to vote, even if voting is still ongoing (CEC §§ 14401, 14402).

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CEC §§ 14401, 14402

CLOSING THE POLLS













Items needed for Closing procedures:

- * Closing Polls Supply Bag
- * Official Ballot Tally (located inside Roster-Index Binder)
- * Seal Verification Form
- * Scissors
- * Tape
- * Security Seals
- * Pens
- * Certificate of Performance (for Touchscreen and Scanner)









CLOSING THE POLLS

Refer to the following materials:



The Guide



Red Trolley Checklist



Turquoise Trolley Checklist





YOUR RETURN CENTER IS:



Return Center Card

inspector's Closing Assigned Tasks

Closing Job Card

1. Hands out Closing Job Cards to Poll Workers by 5:30 p.m.: Closing Job Card 1, Closing Job Card 2, Closing Job Card 3, Closing Job Card 4 Allows Poll Workers to review Closing Tasks before Polls Close

If Precinct has 3rd Clerk, asks 3rd Clerk to assist Inspector with Closing the Polls on Touchscreen and assist other Poll Workers.

If Precinct has 4th Clerk, asks 4th Clerk to assist Judge with Closing the Polls on Scanner and assist other Poll Workers.

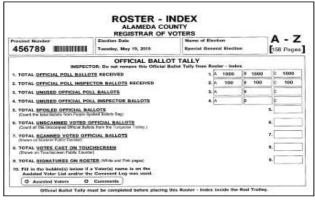
2. Closes the Polls on the Touchscreen (2 Person Rule)

- Use the instructions attached to this Job Card
- ☐ Clerk 1 will assist in Closing the Polls on Touchscreen

Write TOTAL VOTES CAST ON TOUCHSCREEN ON BOX #8 ON THE OFFICIAL BALLOT TALLY



□ 3. Completes Roster-Index Official Ballot Tally



Record Totals in every Box

- □ Box 1 Total <u>Official Poll Ballots</u> received
 - (Already preprinted on Official Ballot Tally)
- □ Box 2 Total Official Poll Inspector Ballots received
 - (Already preprinted on Official Ballot Tally)
- □ Box 3 Total <u>Unused Official Poll Ballots</u>
- □ Box 4 Total <u>Unused Official Poll Inspector Ballots</u>
 - Box 5 Total Spoiled Official Ballots

(Count total Ballots from Purple Spoiled Ballots Bag)

□ Box 6 Total <u>Unscanned Voted Official Ballots</u>

(Count all Unscanned Voted Official Ballots from TURQUOISE Trolley)
Unscanned Voted Official Ballots will only occur if the Scanner fails to accept the Ballot. Such normally voted Ballots are placed in the TURQUOISE Trolley.

After counting, place Ballots inside Teal Unscanned Voted Ballots Bag.

Write total on bag label. Teal Unscanned Voted Ballots Bag goes into the RED Trolley.

- □ Box 7 Total <u>Scanned Voted Official Ballots</u>
 - (Shown on Scanner Public Counter)
- Box 8 Total Votes Cast on Touchscreen
 - (Shown on Touchscreen Public Counter)
- □ Box 9 Total Signatures on Roster (White and Pink pages).
- □ Fill in bubble(s) on Official Ballot Tally if a Voter's name is on the Assisted Voter List and/or the "Comments" section was used.
- Count "Voided" Vote By Mail Envelopes in Gray Voided/Surrendered Vote By Mail Ballots Bag. Write total on bag label. Gray Voided/Surrendered Vote By Mail Ballots Bag goes inside TURQUOISE Trolley.

□ 4. Packs the Red Trolley

Follow the instructions below or the instructions attached to the Red Trolley or the instructions in "The Guide."



Scanner and Touchscreen Pink Anti-Static Bags
 Place into the pouch inside the Red Trolley visible from the outside.



□ Roster-Index Binder

Place into the pouch inside the Red Trolley visible from the outside.



☐ 3 Copies of Street Index

Place into the pouch inside the Red Trolley visible from the outside.



Orange Write-In Ballots Bag
 Place bag inside the Red Trolley.



Teal Unscanned Voted Ballots Bag
Place bag inside the Red Trolley.



□ <u>Lime</u> *VBM/Provisional Ballots* Supplemental Bag Place bag inside the Red Trolley.



Cell Phone
 Place into the pouch outside the Red Trolley.



Zip and secure Red Trolley with a <u>White</u> Pull-Tite Security Seal when packing is completed



5. Delivers items to Return Center (2 Person Rule)

Inspector and one (1) Poll Worker deliver the following items:

- □ Red Trolley (sealed with a White Pull-Tite Security Seal)
- Turquoise Trolley (with all required items and sealed with a White Pull-Tite Security Seal)
- V-VPAT Printer in black canvas bag (DO NOT PUT IN TROLLEYS)
- □ Door Wedges (if any)
- □ Light (if any)
- □ Rubber Mat (if any)



ALAMETA CHIMITY HITCHIS







(if any)

Red Trolley

Turquoise Trolley

Door Wedges (if any)

Checks the following before leaving Polling Place:

- Official Table is empty
- □ Scanner Bins (packed with items to be returned, rolled near Voting Equipment Delivery Cart)
- □ Touchscreen (rolled near Voting Equipment Delivery Cart)
- □ Signs Removed (Inside and Outside Signs, <u>EXCEPT</u> copies of *Certificate of Performance* labeled "POST OUTSIDE")
- □ Blue Voting Booths (dismantled), A-Frames, Tri-Fold, Voter Information Center (dismantled) are placed on Voting Equipment Delivery Cart
- □ Sealed Boxes of Unused Official Poll Ballots are in Official Ballots Delivery Cart
- □ Sealed Boxes of Unused Official Poll Inspector Ballots are in Official Ballots Delivery Cart
- □ Sealed Empty Boxes for Official Poll Ballots and Official Poll Inspector Ballots (if any) are in Official Ballots Delivery Cart
- Official Ballots Delivery Cart, with all boxes inside (as listed above), has the door handle locked and secured with one (1) White Pull-Tite Security Seal to the Cart itself, and has the Ballot Cart cover locked and secured with two (2) White Pull-Tite Security Seals, as found in the morning. Place Official Ballots Delivery Cart near the Voting Equipment Delivery Cart.
- □ Polling Place is Clean and Secure

Thank you for serving as a Poll Worker!!!
Your efforts to serve the Voters of Alameda County are sincerely appreciated!



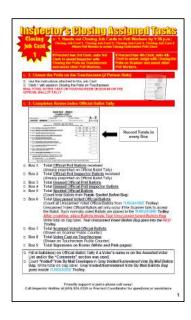
Inspector's Closing Assigned Tasks

* Task 1:
Hands Out Closing Job
Cards to Poll Workers by

5:30 p.m.

(Allows Poll Workers to review Closing Tasks before Polls Close).

* Task 2: Closes the Polls on the Touchscreen (2 Person Rule)



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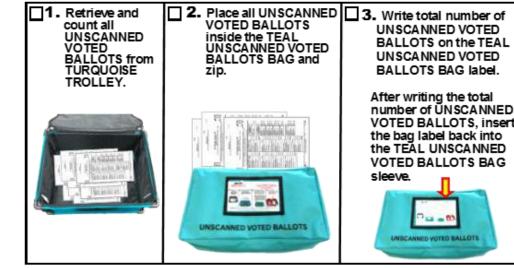
Task 1: Closes the Polls on Scanner (2 Person Rule)

- □ Use the instructions attached to this Job Card
- □ Clerk 2 will assist in Closing the Polls on Scanner

Gives the Total Votes cast shown on Scanner LCD Screen to the Inspector: Inspector writes total number on Box #7 on Official Ballot Tally; Rolls Scanner near Voting Equipment Delivery Cart after Closing.

Task 2: Unloads Turquoise Trolley

Cuts the White Pull-Tite Security Seal and tapes it to the reverse side of the Seal Verification Form. Opens Turquoise Trolley and follows the instructions below OR the instructions attached to the Teal Unscanned Voted Ballots Bag.





Task 3: Packs Turquoise Trolley

Follow the instructions below OR the instructions attached to the Turquoise Trolley OR the instructions in "The Guide."

- ☐ Gray Voided/Surrendered Vote By Mail Ballots Bag
- □ Purple Spoiled Ballots Bag
- □ Sealed Box(es) and Empty Box(es) of Scanned Voted Official Ballots
- □ Precinct Coordinator/Inspector Routine Visit Sign Off Sheet
- □ Tally Form
- □ Security Seals Envelope (Completed Seal Verification Form enclosed)
- Scanner Keys (after Scanner Bins have been packed and Scanner is locked)
- □ Secure Turquoise Trolley with a White Pull-Tite Security Seal

Turquoise Trolley must be delivered to the Return Center

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Task 4: Dismantles Blue Voting Booths



Step 1

□ Leave all signs posted inside Blue Voting Booth.



Step 2

From inside Booth,
unsecure Privacy Shield by
pulling bungee cords
through half-moon slits in
Shield.



Step 3
Remove Privacy Shield in grooves in base of Booth.



Step 4

Remove and detach leg connections from Blue Voting Booth.



Step 5
Unlock Adapter with locking tab on back of Adapter (Place in Scanner Bin).



Step 6

□ Put Privacy Shields and legs into the deep side of Blue Voting Booth. Hook "S" to secure legs and Shield.



Step 7

Latch both Booths together to secure.



Step 8

□ Stack Blue Voting Booths on the Voting Equipment Delivery Cart.

Assists other Poll Workers with Closing Tasks

Rides with the Inspector to the Return Center (if assigned)

On the "Combined Oath of Office and Payroll" form, name of the Poll Worker riding with the Inspector must be circled.

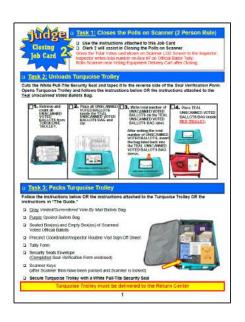
Friendly support is just a phone call away!
Call Inspector Hotline at (510) 835-0320 or Precinct Coordinator for questions or assistance

Thank you for serving as a Poll Worker!!!
Your efforts to serve the Voters of Alameda County are sincerely appreciated!



Judge's Closing Assigned Tasks

- * Task 1: Closes the Polls on Scanner (2 Person Rule)
- * Task 2: Unloads Turquoise Trolley



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